

**JOBS FOR THE SPRING SEMESTER - PAID**

The Arts Council will offer a competitive salary for the following positions. Students must keep regular office hours, be available for planning meetings, and be committed for the entire semester. MS Office skills required. Applicants should submit their resume and the job application to [arts@bc.edu](mailto:arts@bc.edu) by **Friday, November 18th**.

**PRODUCTION MANAGER****8-10 hours per week (on average)****January-May**

This is a major office job for the festival that will provide valuable experience and help a student develop administrative and planning skills while contributing to a major university event.

- Attend Arts Festival meetings and coordinate production meetings.
- Assist in the development of the Arts Festival event schedule.
- Coordinate the hiring of event staff and manage event staff during the planning stage and during the event itself.
- Plan for technical needs/requirements for event sites.
- Coordinate with technicians working for arts festival – including sound, lighting, equipment, and staging.
- Manage Event Set-up and Breakdown, coordinating volunteers and staff.
- Assist with event clean-up and follow-up.

*NOTES:*

- Performing arts production experience required. Some past experience with the arts festival preferred.
- Work will escalate through spring until the festival.
- Must be available for entire festival (April 26-28, 2012)

**ARTS FESTIVAL VOLUNTEER COORDINATOR****5-8 hours per week (on average)****January-May**

- Recruit students to become volunteers and respond to needs/requests.
- Organize volunteer kick-off meeting in mid March.
- Manage volunteerhub database (online volunteer management system) and contact information for all volunteers.
- Coordinate all volunteer jobs with demands and outlined tasks during the festival.
- Encourage and motivate volunteers throughout the festival with a friendly and enthusiastic attitude.
- Follow up the festival with a volunteer experience evaluation and thank you to volunteers

*NOTES:*

- Some past experience with the arts festival is required.
- Work will escalate through spring until the festival.
- Must be available for entire festival (April 26-28, 2012)
- Cannot be involved in more than 1 performing group in the festival

**MARKETING COORDINATOR****6-8 hours per week (on average)****January-May**

*This position is for a Sophomore/Junior only, with the intent that this person could continue working the following year.*

- Assist in the planning and coordinating of team meetings and volunteers.
- Assist with the production of festival marketing materials and manage distribution.
- Execute specific marketing projects as assigned by the Marketing Coordinator.

**NOTES:**

- Some past experience with the arts festival is required.
- Work will escalate through spring until the festival.

**FESTIVAL INTERNSHIPS – PAID**

These internships will provide valuable experience for students interested in developing their arts resume. People in these positions are critical to the operation of the festival. These positions are paid by the hour, not with a stipend. Meals are provided while working at the festival – and students must be available for the entire festival. Applicants should submit the internship application to [arts@bc.edu](mailto:arts@bc.edu) by **Friday, November 18th**.

**PRODUCTION STAFF – PAID INTERNSHIPS BY THE HOUR****Site Directors (2) - O'Neill Plaza Main Tent (2) and Gasson Hall (1)**

- Assist in planning production needs for site, including staging, equipment, instruments, sound, lights, and all front-of-house needs.
- Coordinate staffing and volunteers for the site.
- Manage festival schedule on site and coordinate performances.
- Oversee all activities at the site during the festival, ensuring excellent customer service to audience.
- *Performing arts production experience required.*
- *Mid-February through early May. Work will escalate through festival. Must be on-site for all of festival.*

**Stage Managers (3) – O'Neill Plaza Main Tent (2) and Gasson Hall (1)**

- Manage festival schedule backstage, working with performing groups, emcee, and sound technician to keep festival on time.
- Manage backstage area and equipment stored there. Oversee stage crew.
- Ensure good experience for audience members and performers.
- *Performing arts production experience required.*
- *Some planning meetings in March/April with bulk of work during week of festival. Must be on-site for all of festival.*

**House Managers (2) – O'Neill Plaza Main Tent and Gasson Hall**

- Manage the house, assisting audience members, passing out programs, anticipating problems, answering questions about the festival, and in general, assist festival staff in managing the site.
- Coordinate hosts/hostesses in serving audience.
- Ensure good experience for audience members and performers.
- *Performing arts production experience required.*
- *Some planning meetings in March/April with bulk of work during week of festival. Must be on-site for all of festival.*

**Art Tent Site Director**

- Assist in planning production needs for the student art exhibits (including art tent and Devlin 4th floor).
- Coordinate set-up crew, working with studio faculty to curate, hang and break down exhibits.
- Oversee activities at art tent during the festival, ensuring excellent "customer service" to audience members.
- *Studio Art experience*
- *Planning meetings in Jan/Feb/March, bulk of work in April.*

**Art Tent Site Manager**

- Oversee art exhibit and safety of art work.
- Manage tent during exhibition hours, assisting audience members, passing out programs, anticipating problems, answering questions about the festival
- *Studio Art experience*
- *Planning meetings during April, set-up day before festival and scheduled hours before and after the festival*

**FESTIVAL INTERNSHIPS – UNPAID**

\*These internships will provide valuable experience for students interested in marketing. Coordinators will work with the entire festival marketing team – office staff and volunteers – to promote the festival. Applicants should submit the internship application to [arts@bc.edu](mailto:arts@bc.edu) by **Friday, November 18th**.

**MARKETING TEAM – UNPAID INTERNSHIPS****Marketing Project Coordinators (Up to 6 positions)**

The Marketing Team will consist of 4-6 members who will perform various tasks in the areas of Internal, External, Target and Poster Marketing. The team will be responsible for creating unique forms of communication about the Arts Festival using various marketing vehicles (flyers, emails, posters, etc). Work will be project based, and coordinators will be assigned projects based on their interests, skills, and team needs. The Marketing Team will be expected to attend weekly meetings and must be available during the week before the festival for final marketing distribution. Some tasks include:

- Coordinate distribution of festival marketing materials off campus such as mailings and placing flyers/posters off and on campus.
- Coordinate and work with a team of volunteers to execute the projects.
- Requires participation in team meetings, research, and materials preparation.
- Plan and execute marketing for specific events identified by the Festival Director
- Coordinate distribution of festival posters on campus - including kiosk coverage and maintenance.
  
- *Late Jan through April.*
- *Formal marketing experience not required; however, energy, enthusiasm and administrative skills are important.*